

CHAPTER VIII

TRANSMISSION

Section 1

METHODS OF TRANSMISSION OR TRANSPORTATION

8-100 Policy

Classified information may be transmitted or transported only as specified **in** this chapter.

8-101 Top Secret Information

Transmission of Top Secret information shall be effected only by:

- a. **The Armed Forces** Courier Service (ARFCOS);
- b. Authorized DoD Component Courier Services,
- c. If appropriate, the Department of State Courier System;
- d. Cleared and designated U.S. military personnel and Government civilian employees traveling on a conveyance owned, controlled, or chartered by the U.S. Government or DoD contractors;
- e. Cleared and designated U.S. Military personnel and government civilian employees by surface transportation;
- f. Cleared and designated U.S. Military personnel and **government** civilian employees on scheduled commercial passenger aircraft within and between the United States, its Territories, and Canada, when approved in accordance with paragraph 8-303 a.
- g. Cleared and designated U.S. Military **personnel** and government civilian employees on scheduled commercial passenger aircraft on flights outside the United States, its territories, and Canada, when approved **in** accordance with paragraph 8-303 **b**.
- h. Cleared and designated DoD contractor employees within and between the United States and its Territories provided that the transmission has been authorized in writing by the appropriate contracting officer or his designated representative, and the designated employees have been briefed on their responsibilities as couriers or escorts for the protection of Top Secret material. Complete guidance for Top Secret transmission is specified in DoD 5220.22-R and DoD 5220.22-M (references (j) and (k)).
- i. A cryptographic system authorized by the Director, NSA, or via a protected distribution system designed and installed to meet the standards included in the National **COMSEC** and Emanations Security (**EMSEC**) Issuance System.

j. DESIGNATION OF OSD PERSONNEL FOR TRANSMITTING OR ESCORTING TOP SECRET INFORMATION SHALL BE MADE BY THE OSD COMPONENT SECURITY MANAGER BASED ON THE DESIGNATED INDIVIDUAL'S POSSESSION OF A FINAL TOP SECRET SECURITY CLEARANCE; KNOWLEDGE OF PERTINENT SECURITY INSTRUCTIONS; AND THE MATURITY, JUDGMENT, AND RELIABILITY OF THE DESIGNATED INDIVIDUAL.

8-102 Secret Information

Transmission of Secret information may be effected by:

a. Any of the means approved for the transmission of Top Secret information except that Secret information may be introduced into the ARFCOS only when the control of such information **cannot** be otherwise maintained in U.S. custody. This restriction does not apply to SC I and **COMSEC** information;

b. Appropriately cleared contractor employees within and between the United States and its Territories provided that (1) the designated employees have been briefed in their responsibilities as couriers or escorts for protecting Secret information; (2) the classified information **remains** under the constant custody and protection of the contractor **personnel** at all times; and (3) the transmission otherwise meets the requirements specified in DoD 5220.22-R and DoD 5220.22-M (references (j) and (k)). In other areas, appropriately cleared DoD contractor employees may transmit classified material only as prescribed by references (j) and (k).

c. U.S. Postal Service registered mail within and between the United States and its Territories;

d. U.S. Postal Service registered mail through Army, Navy, or Air Force Postal Service facilities outside the United States and its Territories, **provided** that the information does not at any time pass out of U.S. citizen control and does not pass through a foreign postal system or any foreign inspection;

e. U.S. Postal Service and Canadian registered mail with registered mail receipt between U.S. Government and Canadian Government installations in the United States and Canada;

f. Carriers authorized to transport Secret information by way of a Protective Security Service (**PSS**) under the DoD Industrial Security Program. This method is authorized only within the U.S. boundaries and only when the size, bulk, weight, and nature of the shipment, or escort considerations make the use of other methods impractical. **Routings** for these shipments will be obtained from the Military Traffic Management Command (**MTMC**);

g. The following carriers under appropriate escort: government and government contract vehicles including aircraft, ships of the U.S. Navy, civil service-operated U.S. Naval ships, and ships of U.S. registry. Appropriately cleared operators of vehicles, officers of ships or pilots of aircraft who are U.S. citizens may be designated as escorts provided the control of the carrier is maintained on a 24-hour basis. The escort shall protect the shipment at

all times, through personal observation or authorized storage **to** prevent inspection, tampering, pilferage, or unauthorized access. However, observation of the shipment is not required during the period it is stored in an aircraft or ship in **connection** with flight or sea transit, provided the shipment is loaded into a compartment that is not accessible to any unauthorized persons or in a specialized secure, safe-like container that is:

1. Constructed of solid building material that provides a substantial resistance to forced entry;

2. Constructed in a manner that precludes surreptitious entry through disassembly or other means, and that attempts at surreptitious entry would be readily discernible through physical evidence of tampering; and

3. Secured by a numbered cable seal lock affixed to a substantial metal hasp in a manner that precludes surreptitious removal and provides substantial resistance to forced entry.

h. **Use** of specialized containers **aboard aircraft** requires that:

1. Appropriately cleared personnel maintain observation of the material as it is being loaded aboard the aircraft and that **observation** of the aircraft continues until it is airborne;

2. Observation by appropriately cleared personnel is maintained at the destination as the material is being off-loaded and at any intermediate stops. Observation will be continuous until custody of the material is assumed by appropriately cleared personnel.

8-103 Confidential Information

Transmission of Confidential information may be effected by:

- a. Means approved for the transmission of Secret information. However, U.S. Postal Service registered mail shall be used for Confidential only as indicated in paragraph b. below;

- b. U.S. Postal Service registered mail for:

1. Confidential information of NATO;

2. Other Confidential material to and from FPO or APO addressees located outside the United States and its Territories;

3. Other addressees when the originator is uncertain that their location is within U.S. boundaries. Use of return postal receipts on a case-by-case basis is authorized.

c. **U.S** Postal Service first class mail between DoD Component locations anywhere in the United States and its Territories. However, the outer envelope or wrappers of such Confidential material shall be endorsed "POSTMASTER: Address Correction Requested/Do Not Forward." Certified or, if appropriate, registered mail shall be used for material directed to DoD contractors and to **non-DoD** agencies of the Executive Branch. U.S. Postal Service Express Mail Service may be used between DoD Component locations, between DoD contractors, and between DoD Components and DoD contractors.

d. Within U.S. boundaries, commercial carriers that provide a Constant Surveillance Service (**CSS**). Information concerning commercial carriers that provide **CSS** may be obtained from the **MTMC**.

e. In the custody of commanders or masters of ships of U.S. registry who are U.S. citizens. Confidential information shipped on ships of U.S. registry may not pass out of U.S. Government control. The commanders or masters must give and receive classified information receipts and agree **to**:

1. Deny access to the Confidential material by unauthorized persons, including customs inspectors, with the understanding that Confidential cargo that would be subject to customs inspection will not be unloaded; and

2. Maintain control of the cargo until a receipt is obtained from an authorized representative of the consignee.

f. Such alternative or additional methods of transmission as the head of any DoD Component may establish by rule or regulation, provided those methods afford at least an equal degree of security.

8-104 Transmission of Classified Material to Foreign Governments

After a determination by designated officials pursuant to DoD Directive 5230.11 (reference **tt**)) that classified information or material may be released to a foreign government, the material shall be transferred between authorized representatives of each government in compliance with the provisions of this Chapter. To assure compliance, each contract, agreement, or other arrangement that involves the release of classified material to foreign entities shall either contain transmission instructions or require that a separate transportation plan be approved by the appropriate DoD security and transportation officials prior to release of the material. (See DoD TS-5105.21-M-3 (reference (iii)) for guidance regarding **SCI**.)

a. Classified material to be released directly to a foreign government representative shall be delivered or transmitted only to a person who has been designated in writing by the recipient government as its officer, **agent, or** employee (hereafter referred to as the designated representative). Foreign governments may designate a freight forwarder as their agent. This written designation shall contain assurances that such person has a security clearance at the appropriate level and that the person will assume full security responsibility for the material on behalf of the foreign government. The recipient will be required to execute a receipt for the material, regardless of the level of classification.

b. Classified material that is suitable for transfer by courier or postal service, and which cannot be transferred directly to a foreign government's designated representative as specified in paragraph a., above, **shall** be transmitted by one of the methods specified in subsection 8-101, 8-102, or 8-103 for the designated classification level to:

1. An embassy, consulate, or other official agency of the recipient government having extraterritorial status in the United States, or to

2. A U.S. Embassy or a U.S. military organization in the recipient country or in a third-party country, if applicable, for delivery to a designated representative of the intended recipient government. In either case, the assurance in paragraph a., above, and a receipt, must be obtained.

c. The shipment of classified material as freight via truck, rail, aircraft, or ship shall be in compliance with the following:

1. Shipments Resulting from-Foreign Military Sales (FMS): DoD officials authorized to approve a FMS transaction that involves the delivery of U.S. classified material to a foreign purchaser shall, at the outset of negotiation or consideration of proposal, consult with DoD transportation authorities (Military Traffic Management Command, Military Sealift Command, Military Airlift Command, or other, as appropriate) to determine whether secure shipment from the CONUS point of origin to the ultimate foreign destination is feasible. Normally, the United States will use the Defense Transportation System (**DTS**) to deliver classified material to the recipient government. If, in the course of FMS case processing, the foreign purchaser proposes to take delivery and custody of the classified material in the United States and use its own facilities and transportation for onward shipment to its territory, the foreign purchaser or its designated representative shall be required to submit a transportation plan for DoD review and approval. This plan, as a minimum, shall specify the storage facilities, delivery and transfer points, carriers, couriers or escorts, and methods of handling to be used from the CONUS point of origin to the final destination and return shipment when applicable. (See Appendix E.) Security officials of the DoD Component that initiates the FMS transaction shall evaluate the transportation plan to determine whether the plan adequately ensures protection of the highest level of classified material involved. Unless the DoD Component initiating the FMS transaction approves the transportation plan as submitted, or it is modified to meet U.S. security standards, shipment by other than DTS shall not be permitted. Transmission instructions or the requirement for an approved transportation plan shall be incorporated into the security requirements of the United States Department of Defense Offer and Acceptance (DD Form 1513).

2. Shipments Resulting from Direct Commercial Sales: Classified shipments resulting from direct commercial sales must comply with the same security standards that apply to FMS shipments. Defense contractors, therefore, will consult, as appropriate, with the purchasing government, the DIS Regional Security Office, and the owning Military Department prior to consummation of a commercial contract that will result in the shipment of classified material to obtain approval of the transportation plan.

3. Delivery within the United States, Its Territories, or Possessions: Delivery of classified material to a foreign government at a point within the United States, its territories, or its possessions, **shall** be made only to a person identified in writing by the recipient government as its designated representative as specified in paragraph a., above. The only authorized delivery points are:

(a) An embassy, consulate, or other official agency under the control of the recipient government.

(b) Point of origin. When a designated representative of the recipient **government** accepts delivery of classified U.S. material at the point of origin (for example, a manufacturing facility or depot), the DoD official who transfers custody shall obtain a receipt for the classified material and assure that the recipient is cognizant of secure means of onward movement of the classified material to its final destination, consistent with the approved transportation plan.

(c) "Military or commercial ports of embarkation (POE) that are recognized points of departure from the United States, its **territories**, or possessions, for **onloading** aboard a ship, aircraft, or other carrier authorized under subparagraph 5., below. In these cases, the transportation plan shall provide for U.S.-controlled secure shipment to the CONUS transshipment point and the identification of a secure storage facility, government or **commercial**, at **or in** proximity to the POE. A DoD official authorized to transfer custody is to supervise or observe the onloading of FMS material being transported via the DTS and other onloading wherein physical and security custody of the material has yet to be transferred formally to the foreign recipient. In the event that transfer of physical and security custody cannot be accomplished promptly, the DoD official shall ensure that the classified material is either returned to a secure storage facility of the U.S. shipper (**government** or contractor) ; or segregated and placed under constant surveillance of a duly cleared U.S. security force at the POE; or held in the secure storage facility (government or commercial) designated in the transportation plan.

(d) Freight forwarder facility that is identified by the recipient government as its designated representative and that is cleared in accordance with subparagraph 6., below, to the level of the classified material to be received. In these cases, a person identified as a designated representative must be present to accept delivery of the classified material and **receipt** for it, to include full acceptance of security responsibility.

4. Delivery Outside the United States, Its Territories, or Possessions:

(a) Delivery within the recipient country. Classified U.S. material to be delivered to a foreign government within the recipient country shall be delivered on arrival in the recipient country to a U.S. Government representative who shall arrange for its transfer to a designated representative of the recipient government. If the shipment is escorted by a U.S. Government official authorized to accomplish the transfer of custody, the material may be delivered directly to the recipient government's designated representative upon arrival.

(b) Delivery Within a Third Country. Classified material to be delivered to a foreign government representative within a third country shall be delivered to an agency or installation of the United States, or of the recipient government, that has extraterritorial status or otherwise is exempt from the jurisdiction of the third country. Unless the material is accompanied by a U.S. Government official authorized to accomplish the transfer of custody, a U.S. Government official shall be designated locally to receive the shipment upon arrival and be vested with authority to effect delivery to the intended recipient government's designated representative.

5. Overseas Carriers: Overseas shipments of U.S. classified material shall be made only via ships, aircraft, or other carriers that are: (a) owned or chartered by the U.S. Government or under **U.S.** registry, (b) owned or chartered by or under the registry of the recipient government, or (c) otherwise expressly authorized by the head of the DoD Component having classification jurisdiction over the material involved. Overseas shipments of classified material shall be escorted, prepared for shipment, packaged, and stored onboard as prescribed elsewhere in this **Chapter** and in DoD 5220.22-R and DoD 5220.22-M (references (j) and (k)).

6. Freight Forwarders: Only freight forwarders that have been granted an appropriate security clearance by the Department of Defense or the recipient government are eligible to receive, process, and store U.S. classified material authorized for release to foreign governments. However, a freight forwarder that does not have access to or custody of the classified material need not be cleared.

8-105 Consignor-Consignee Responsibility for Shipment of Bulky Material

The consignor of a bulk shipment shall:

- a. Normally, select a carrier that will provide a single line service from the point of origin to destination, when such a service is available;
- b. Ship packages weighing less than 200 pounds in closed vehicles only;
- c. Notify the consignee, and military transshipping activities> of the nature of the shipment (including level of classification), the means of shipment, the number of seals, if used, and the anticipated time and date of arrival by separate communication at least 24 hours in advance of arrival of the shipment. Advise the first ☐ilitary transshipping activity that, in the event the material does not move on the conveyance originally anticipated, the transshipping activity should so advise the consignee with information of firm transshipping date and estimated time of arrival. Upon receipt of the advance notice of a shipment of classified material, consignees and transshipping activities shall take appropriate steps to receive the classified shipment and to protect it upon arrival.

d. Annotate the bills of lading to require the carrier to notify the consignor immediately by the fastest means if the shipment is unduly delayed enroute. Such **annotations** shall not under any circumstances disclose the classified nature of the commodity. When seals are used, annotate substantially as follows:

DO NOT **BREAK** SEALS EXCEPT IN EMERGENCY OR ON
AUTHORITY **OF** CONSIGNOR OR CONSIGNEE. IF BROKEN,
EXPEDIENTLY APPLY CARRIER'S SEALS AND IMMEDIATELY
NOTIFY CONSIGNOR AND CONSIGNEE.

e. Require the consignee to advise the consignor of any shipment not received more than 48 hours after the estimated time of arrival furnished by the consignor or transshipping activity. Upon receipt of such notice, the consignor shall immediately trace the shipment. If there is evidence that the classified material was subjected to compromise, the procedures set forth in Chapter VI of this Regulation for reporting compromises shall apply.

8-106 Transmission of COMSEC Information .

COMSEC information shall be transmitted in accordance with National COMSEC Instruction 4005 (reference **(aa)**).

8-107 Transmission of Restricted Data

Restricted Data shall be transmitted in the same manner as other information of the same security classification. The transporting and handling of nuclear weapons or nuclear components shall be in accordance with DoD Directives 4540.1 and 5210.41 (references (w) and (w)) and applicable DoD Component directives and regulations.

Section 2

PREPARATION OF MATERIAL FOR TRANSMISSION, SHIPMENT, **OR** CONVEYANCE

8-200 Envelopes or Containers

a. Whenever classified information is transmitted, it shall be enclosed in two opaque sealed envelopes or similar wrappings when size permits, except as provided **below**.

b. Whenever classified material is transmitted of a size not suitable for transmission in accordance with paragraph a., above, it shall be enclosed in two opaque sealed containers, such as boxes or heavy wrappings.

1. If the classified **information** is an internal component of a **packageable** item of equipment, the outside shell or body may be considered as the inner enclosure provided it does not reveal classified information.

2. If the classified material is an inaccessible internal component of a bulky item of equipment that is not reasonably **packageable**, the outside or body of the item may be considered to be a sufficient enclosure provided the shell or body does not reveal classified information.

3. If the classified material is an item or equipment that is not reasonably **packageable** and the shell or body is classified, it shall be concealed with an opaque covering that will hide all classified features.

4. Specialized shipping containers, including closed cargo transporters, may be used instead of the above packaging requirements. In such cases, the container may be considered the outer wrapping or cover.

5. MAGNETIC TAPE REELS WITH BINDERS, CASSETTE CASES FOR VIDEO AND OTHER MAGNETIC TAPES, FLOPPY DISK JACKETS, DISK PACK COVERS, AND SIMILAR COVERS FOR MAGNETIC RECORDING MAY BE USED AS THE INNER ENCLOSURE. LABELS SHALL BE AFFIXED AND MARKINGS SHALL BE IN ACCORDANCE WITH PARAGRAPH 8-201 C., BELOW.

c. **Material** used-for packaging shall be of such strength and durability as to provide security protection while in transit, prevent items from breaking out of the container, and to facilitate the detection of any tampering with the container. The wrappings shall conceal all classified characteristics.

d. Closed and locked vehicles, compartments, or cars shall be used for shipments of classified information except when another method is authorized by the consignor. Alternative methods authorized by the consignor must provide security equivalent to or better than the methods specified herein. In all instances, individual packages weighing less than 200 pounds gross shall be shipped only in a closed vehicle.

e. To minimize the possibility of compromise of classified material caused by improper or inadequate packaging thereof, responsible officials shall ensure that proper wrappings are used for mailable bulky packages. Responsible officials shall require the inspection of bulky packages to determine whether the material is suitable for mailing or whether it should be transmitted by other approved means.

f. When classified material is hand-carried outside an activity, a locked briefcase may serve as the outer wrapper. In such cases, the addressing requirements of paragraph 8-201 d. do not apply; however, the requirements of paragraph 8-201 c. are applicable.

g. A LOCKED BRIEFCASE SHALL NOT BE USED AS AN OUTER WRAPPER WHEN **CLASSIFIED** MATERIAL IS HAND-CARRIED ABOARD ANY AIRLINE FLIGHTS.

8-201 Addressing

a. Classified information **shall** be addressed to an official government activity or DoD contractor with a facility clearance and not to an individual. This is not intended, however, to prevent use of office code **numbers** or such phrases in the address as "Attention: Research Department," or similar aids in expediting internal routing, in addition to the organization address.

b. Classified written information shall be folded or packed in such a manner that the text will not be in direct contact with the inner envelope or container. A receipt form shall be attached to or enclosed in the inner envelope or container for all Secret and Top Secret information; Confidential information will require a receipt only if the originator deems it necessary. The mailing of written materials of different classifications in a single package should be avoided. However, when written materials of different classifications are transmitted in one package, they shall be wrapped in a single inner envelope or container. A receipt listing all classified information for which a receipt is requested shall be attached or enclosed. The inner envelope or container shall be marked with the highest classification of the contents.

c. The inner envelope or container **shall** show the address of the receiving activity, classification, including, where appropriate, the "Restricted Data" marking, and any applicable special instructions. It shall be carefully sealed to minimize the possibility of access without leaving evidence of tampering.

THE ADDRESS OF THE SENDER **SHALL** BE SHOWN ON THE INNER ENVELOPE OR CONTAINER.

d. An outer or single envelope or container shall show the complete and correct address and the return address of the sender.

e. An outer cover or single envelope or container shall not bear a classification marking, a listing of the contents divulging classified information, or any other unusual data or marks that might invite special attention to the fact that the contents are classified.

f. Care must be taken to ensure that classified information intended only for U.S. elements of international staffs or other organizations is addressed specifically to those elements.

g. PREPARATION OF MATERIAL FOR INTRODUCTION INTO THE STATE DEPARTMENT DIPLOMATIC POUCH SYSTEM (SDDPS).

1. MATERIAL DISPATCHED TO AN AMERICAN ADDRESSEE IN A FOREIGN COUNTRY REQUIRES TWO ENVELOPES. EXAMPLES ARE DEFENSE ATTACHES AND U.S. EMBASSIES, CONSULATES, AND MISSIONS.

(a) OUTER WRAPER. THE OUTER ENVELOPE OR WRAPER SHALL BE ADDRESSED "VIA STATE DEPARTMENT POUCH." OSD COMPONENTS MAY DELIVER PROPERLY WRAPPED AND RECEIPTED MATERIAL FOR SDDPS TO THE CLASSIFIED CONTROL BRANCH, CORRESPONDENCE CONTROL DIVISION, WHS (ROOM 3A924), FOR TRANSMITTAL TO THE STATE DEPARTMENT.

(b) INNER WRAPPER. ALL INNER WRAPPERS SHALL BE ADDRESSED AND SHALL CONTAIN PROPER CLASSIFICATION MARKINGS, INCLUDING CAVEATS, TO INDICATE CONTENTS. THE SD FORM 120 **SERIAL** NUMBER SHALL BE ENTERED TO THE LEFT AND BELOW THE ADDRESS ELEMENT OF BOTH THE INNER AND OUTER WRAPPERS. **THE** PACKAGE MUST BE ADDRESSED DIRECTLY TO THE INTENDED RECIPIENT, **WITH** THE PINK COPY AND ONLY YELLOW CARD COPY OF SD FORM 120 STAMPED, SIGNED, AND RETURNED PROMPTLY TO ROOM 3A948, PENTAGON. THE CARD AND **PINK** COPIES OF THE RECEIPT ARE ATTACHED DIRECTLY TO THE MATERIAL. THE GREEN COPY OF THE RECEIPT SHALL BE ANNOTATED TO INDICATE THE METHOD OF TRANSMISSION SUCH AS **ARFCOS**, U.S. REGISTERED MAIL NUMBER, OR **HAND-CARRY** NOTATION AND **FILED** IN THE OSD COMPONENT **RECEIPT** SUSPENSE **FILE**.

(c) A PROPERLY COMPLETED OPTIONAL FORM 120, DIPLOMATIC POUCH MAIL REGISTRATION , SHALL BE PREPARED AND AFFIXED TO THE INNER ENVELOPE. THE SENDING OSD COMPONENT COMPLETES BOTH THE LONG AND SHORT PORTION OF THE OPTIONAL FORM 120, LESS THE SIGNATURE BLOCK. THE LONG PORTION IS PAPER CLIPPED OR STAPLED TO THE OUTER ENVELOPE AND THE SHORT PORTION PERMANENTLY AFFIXED TO THE INNER ENVELOPE.

2. MATERIAL DISPATCHED TO MEMBERS OF FOREIGN GOVERNMENTS REQUIRES THREE ENVELOPES OR **WRAPPERS** , ADDRESSED AND ANNOTATED AS FOLLOWS:

(a) ENVELOPE OR WPER NUMBER ONE: THE INNERMOST PACKAGE WPER SHALL BE ADDRESSED DIRECTLY TO THE INTENDED RECIPIENT AND SHALL BEAR THE SAME CLASSIFICATION MARKINGS AND CAVEATS AS THE CONTENTS. THE SD FORM 120 SERIAL NUMBER SHALL BE MARKED ON **THE** LEFT AND BELOW THE ADDRESS ELEMENT OF THE WPER . THE YELLOW CARD AND PINK COPIES OF THE RECEIPT ARE ATTACHED DIRECTLY TO THE MATERIAL WITHIN THE WPER .

(b) ENVELOPE OR WPER NUMBER TWO. THIS WRAPPER IS ADDRESSED TO THE AMBASSADOR, AMERICAN **EMBASSY**, 'CITY, AND COINTRY . **THE** SAME CLASSIFICATION MARKINGS AND CAVEATS AS WPER ONE ARE INCLUDED ON WRAPPER TWO. THE SD FORM 120 SERIAL NUMBER IS ADDED TO **THE** LOWER LEFT QUADRANT OF THIS WRAPPER. THE SHORT PORTION OF A PROPERLY COMPLETED OPTIONAL FORM 120 IS AFFIXED PERMANENTLY TO THIS ENVELOPE .

(c) ENVELOPE OR WRAPPER THREE. **THE** OUTER WRAPPER SHALL BE ADDRESSED TO THE: SUPERINTENDENT , POUCH ROOM
DEPARTMENT OF STATE
WASHINGTON , D . C . 20521

ABSOLUTELY NO CLASSIFICATION MARKINGS SHALL BE PLACED ON THIS ENVELOPE. THE LONG PORTION OF OPTIONAL FORM 20 AND THE GREEN COPY OF SD FORM 120 ARE ATTACHED TO THIS WPER .

h. ALL CLASSIFIED MATERIAL TRANSMITTED THROUGH ARFCOS , U.S. POSTAL SERVICE, OR PENTAGON-RECORDED MAIL SHALL BE WPED IN TWO ENVELOPES.

1. ENVELOPES OR PACKAGES TRANSMITTED THROUGH **ARFCOS** SHALL BE MARKED CLEARLY "VIA **ARMED** FORCES COURIER SERVICE" IN THE UPPER RIGHT QUADRANT OF **THE** OUTER WRAPPER ; ONLY DRAFT PAPER ENVELOPES AND WRAPPING SHALL BE USED FOR TRANSMISSION OF MATERIAL. WHITE ENVELOPES SHALL NOT BE ACCEPTED. ENVELOPES OR ADDRESS LABELS THAT HAVE POSTAGE AND FEES **INDICIA** SHALL NOT BE USED ON MATERIAL TRANSMITTED VIA **ARFCOS** .

2. THE SD FORM 120 SERIAL NUMBER SHALL BE TYPED OR PRINTED IN THE LOWER LEFT **QUADRANT** OF THE ENVELOPE, ADDRESS LABEL, OR PACKAGE.

3. THE USE OF PLASTIC, CLOTH, CELLOPHANE, OR SYNTHETIC TAPE TO SEAL THE OUTER ENVELOPE OR WRAPPER IS PROHIBITED. DRAFT PAPER TAPE SHALL BE APPLIED TO PACKAGES.

8-202 Receipt Systems

a. Top Secret information shall be transmitted under a chain of receipts covering each individual who gets custody.

b. Secret information shall **be** covered **by a** receipt **when** transmitted to a foreign government (including foreign government embassies located in the United States) and when transmitted between major subordinate elements of DoD Components and other authorized addressees except that a receipt is not required when there is a hand-to-hand transfer between U.S. personnel and the recipient acknowledges responsibility for the Secret information.

c. Receipts for Confidential information are not required except when the information is transmitted to a foreign government (including foreign government embassies **located in the United States**) **or upon request**.

d. Receipts shall be provided by the transmitter of the material and the forms shall be attached to the inner cover.

1. Postcard receipt forms may be used.

2. Receipt forms shall be unclassified and contain only such information as is necessary to identify the material being transmitted.

3. Receipts shall be retained for at least 2 years.

e. In those instances where a fly-leaf (page check) form is used with classified publications, the postcard receipt will not be required.

f. THE CUSTODIAN'S WHITE AND COURIER'S GREEN COPIES OF SD FORM 120 SHALL BE ANNOTATED "SEALED ENVELOPE" OR "SEALED PACKAGE," DEPENDING IF THE MATERIAL IS AN ENVELOPE OR A PACKAGE. THE SD FORM 120 SHALL BE ATTACHED TO THE OUTER ENVELOPE OR **WRAPPER**.

THE RECIPIENT'S PINK AND THE OSD **COMPONENT'S** CARD COPIES OF SD FORM 120 SHALL BE INCLUDED IN THE INNER ENVELOPE OR WRAPER WITH THE CLASSIFIED MATERIAL.

h. RECEIPTS FOR CLASSIFIED INFORMATION SHALL NOT CONTAIN ANY CLASSIFIED INFORMATION.

8-203 Exceptions

Exceptions may be authorized to the requirements contained in this Chapter by the head of the Component concerned or designee, provided the exception affords equal protection and accountability to that provided above. Proposed exceptions that do not meet these minimum standards shall be submitted to the **DUSD(P) for approval**.

a. WITHIN BUILDINGS, TRANSMISSION OF CLASSIFIED DOCUMENTS AND MATERIAL DOES **NOT** REQUIRE THE USE OF SEALED ENVELOPES. IF THE FACE OF THE CLASSIFIED DOCUMENT OR MATERIAL CONTAINS CLASSIFIED INFORMATION, THE APPLICABLE COVER SHEET SHALL BE AFFIXED.

b. BETWEEN BUILDINGS WITH THE NATIONAL CAPITAL REGION , A SINGLE ENVELOPE, BRIEFCASE , OR SIMILAR OPAQUE WRAPPING MAY BE USED AS AN OUTER WRAPPING TO HAND-CARRY CLASSIFIED DOCUMENTS OR MATERIAL. THIS OUTER COVER SHALL NOT DISPLAY ANY MARKING THAT SHOULD INDICATE THAT CLASSIFIED INFORMATION IS BEING CARRIED. A COVER SHEET , ENVELOPE MARKED WITH THE CLASSIFICATION OF THE INFORMATION, OR SIMILAR COVERING SHALL SERVE AS THE INNER ENVELOPE. THIS INNER COVERING SHALL NOT DISPLAY CLASSIFIED INFORMATION.

1. THE PERSON CARRYING THE CLASSIFIED INFORMATION WILL MAINTAIN IT UNDER PHYSICAL CONTROL AT ALL **TIMES** UNTIL **IT** IS RETURNED TO A SECURE AREA OR PROPERLY DELIVERED TO THE INTENDED RECIPIENT.

2. PACKAGES CONTAINING CLASSIFIED MATERIAL **THAT ARE** REMOVED FROM THE PENTAGON MUST BE ACCOMPANIED BY A PROPERLY AUTHENTICATED PROPERTY PASS, OPTIONAL FORM 7. THE FOLLOWING CAVEAT SHALL BE TYPED IN ITEM 4: "CONTENTS CLASSIFIED - NOT SUBJECT TO INSPECTION. CONFIRMATION MAY BE OBTAINED BY CALLING _____"

3. **NOTWITHSTANDING** THE **ABOVE** EXCEPTIONS, **IF THE** PERSON CARRYING THE INFORMATION HAS NO OFFICIAL REQUIREMENT FOR ACCESS TO ITS CONTENTS. IT SHALL BE ENCLOSED IN A SEALED INNER ENVELOPE OR WRAPPING. THE PERSON CARRYING THE INFORMATION MUST HAVE A SECURITY CLEARANCE AT LEAST AS HIGH AS THE INFORMATION.

8-204 TRACER SYSTEM

a. EACH OFFICE OR ACTIVITY THAT DISPATCHES CLASSIFIED MATERIAL REQUIRING A **RECEIPT** SHALL ESTABLISH AN INTERNAL SUSPENSE FOR RECEIVING THE RETURN RECEIPT.

b. THE ORIGINATING OSD COMPONENT SHALL INITIATE TRACER ACTION BY TELEPHONE OR IN WRITING. THE FIRST AND SECOND TRACERS SHALL BE ADDRESSED TO THE ADDRESSEE OF THE MATERIAL. IF THE ADDRESSEE CLAIMS THAT THE MATERIAL WAS NOT RECEIVED OR IF THE SECOND TRACER IS NOT ACKNOWLEDGED, **THE** SECURITY MANAGER OF THE OSD COMPONENT IMMEDIATELY SHALL NOTIFY THE CORRESPONDENCE CONTROL DIVISION AND REQUEST INVESTIGATIVE ACTION . UPON COMPLETION OF INVESTIGATION, THE CORRESPONDENCE CONTROL DIVISION SHALL FORWARD THE RESULTS THEREOF TO THE ORIGINATING OSD COMPONENT FOR PROPER ACTION.

c. THE FOLLOWING TIME LIMITS SHALL BE OBSERVED:

1. THE FIRST TRACER ACTION TIME LIMIT SHALL BE 15 DAYS AFTER THE DATE THE MATERIAL WAS DISPATCHED FOR U.S. -ADDRESSED MAIL AND 30 DAYS AFTER THE DATE THE MATERIAL WAS DISPATCHED FOR OVERSEAS-ADDRESSED MAIL .

2. THE SECOND TRACER ACTION TIME LIMIT SHALL BE 30 DAYS AFTER THE DATE THE MATERIAL WAS DISPATCHED FOR U.S. -ADDRESSED MAIL AND 45 DAYS AFTER THE DATE THE MATERIAL WAS DISPATCHED FOR OVERSEAS-ADDRESSED MAIL .

Section 3

RESTRICTIONS, PROCEDURES, AND AUTHORIZATION FOR ESCORT OR HAND-CARRYING OF CLASSIFIED INFORMATION

8-300 General Restrictions

Appropriately cleared personnel may be authorized to escort or hand-carry classified material between their duty station and an activity to be visited subject to the following conditions:

a. The storage provisions of Section 1 and subsection 5-206 of Chapter V of this regulation shall apply at all stops enroute to the destination, unless the information is retained in the personal possession and under constant surveillance of the individual at **all** times. The hand-carrying of classified information on trips that involve an overnight stop is not permissible without advance arrangements for proper overnight storage in a U.S. Government facility or, if in the United States, **a cleared** contractor's facility that has the requisite storage" capability.

b. Classified material shall not be read, studied, displayed, or used **in** any reamer in public conveyances or places.

c. When classified material is carried in a private, public, or government conveyance, it shall not be placed in any detachable storage compartment such as automobile trailers, luggage racks, aircraft travel pods, or drop tanks nor, under any circumstances, left unattended.

d. Responsible officials shall provide a written statement to all individuals escorting or carrying classified material aboard commercial passenger aircraft authorizing such transmission. This authorization statement may be included in official travel orders and should ordinarily permit the individual to pass through passenger control points without the need for subjecting the classified material to inspection. Specific procedures for carrying classified documents aboard commercial aircraft are contained in subsection 8-302.

e. Each activity shall list all classified information carried or escorted by traveling personnel. All classified information shall be accounted for.

f. Individuals authorized to hand-carry or escort classified material shall be fully informed of the provisions of this Chapter, and shall sign a statement to that effect prior to the issuance of written authorization or identification media. This statement shall be retained for a minimum of 2 years; it need not be executed on each occasion that the individual is authorized to transport classified information provided a signed statement is on file.

8-301 Restrictions on Hand-carrying Classified Information Aboard
Commercial Passenger Aircraft

Classified information **shall** not be hand-carried aboard commercial passenger aircraft unless:

a. There is neither time nor means available to move the information in the time required to accomplish operational objectives or contract requirements.

b. The hand-carry has been authorized by an appropriate official in accordance with subsection 8-303.

c. In the case of the hand-carry of classified information across international borders, arrangements have been made to ensure that such information will not **be** opened by customs, border, postal, or other inspectors, either U.S. or foreign.

d. The **hand-carry** is accomplished aboard a U.S. carrier. Foreign carriers will be utilized only when **no** U.S. carrier is available and then the approving official must ensure that the information **will** remain in the custody and physical control of the U.S. escort at all times.

HAND-CARRYING SHALL NOT BE DONE EXCEPT IN TIME-CRITICAL OR EMERGENCY SITUATIONS AND UNTIL ALL OTHER, MORE SECURE, METHODS OF TRANSMISSION HAVE BEEN CONSIDERED AND DETERMINED TO BE IMPRACTICAL AND WHERE THE MATERIAL IS NOT AVAILABLE OR MAY NOT BE OBTAINED PROMPTLY AT THE TRAVELER'S DESTINATION. PARAGRAPHS 8-101, 8-102, AND 8-103, ABOVE, PRESCRIBE THE PREFERRED METHODS OF TRANSMITTING CLASSIFIED MATERIAL. IT IS PROHIBITED SPECIFICALLY TO DELAY PREPARING CLASSIFIED INFORMATION FOR TRANSMITTAL OR TO NEGLECT USING ONE OF **THE** PREFERRED METHODS OF TRANSMITTAL TO CREATE AN ARTIFICIAL TIME-CRITICAL SITUATION WHEREIN HAND-CARRYING ABOARD COMMERCIAL AIRCRAFT BECOMES NECESSARY .

8-302 Procedures for Hand-carrying Classified Information Aboard Commercial
Passenger Aircraft

a. Basic requirements.

1. Advance and continued coordination by the DoD activity and contractor officials shall be made with departure airline and terminal officials and, when possible, with intermediate transfer terminals to develop mutually satisfactory arrangements within the terms of this issuance and Federal Aviation Administration (FAA) guidance. Specifically, a determination should be made beforehand whether documentation described in paragraph d., below, will be required. Local FAA Security Officers can be of assistance in making this determination. To aid coordination and planning, a listing of FAA field offices is at Appendix D.

2. The individual designated as courier shall be in possession of either **DD** Form 2, "Armed (or Uniformed) Services Identification Card" (any color), or other DoD or contractor picture identification card and written authorization **to** carry classified information.

b. Procedures for carrying classified information in envelopes.

Persons carrying classified information should process through the airline ticketing and boarding procedure the same as **all** other passengers except for the following:

1. The classified information being carried shall contain no metal bindings and shall be contained in sealed envelopes. Should such envelopes be contained in a briefcase or other carry-on luggage, the briefcase or luggage shall be routinely offered for opening for inspection for weapons. The screening officials may check envelopes by X-ray machine, flexing, feel, and weight, without opening the envelopes themselves.

2. Opening or reading of the classified document by the screening official is not permitted.

c. Procedures for transporting classified information in packages.

Classified information in sealed or packaged containers shall be processed as follows:

1. The government or contractor official who has authorized the transport of the classified information shall notify the appropriate air carrier in advance.

2. The passenger carrying the information shall report to the affected airline ticket counter before boarding, present his documentation, and the package or cartons to be exempt from screening. The airline representative will review the documentation and description of the containers to be exempt.

3. If satisfied with the identification of the passenger and his documentation, the official will provide the passenger with an escort to the screening station and authorize the screening **personnel** to exempt the container from physical or other type inspection.

4. If the airline official is not satisfied with the identification of the passenger or the authenticity of his documentation, the passenger will not be permitted to board, and not be subject to further screening for boarding purposes.

5. The **actual** loading and unloading of the information will be under the supervision of a representative of the air carrier; however, appropriately cleared personnel shall accompany the material and keep it under surveillance during loading and unloading operations. In addition, appropriately cleared personnel must be available to conduct surveillance at any intermediate stops where the cargo compartment is to be opened.

6. DoD Components and contractor officials shall establish and maintain appropriate liaison with local **FAA** officials, airline representatives and airport terminal administrative and security officials. Prior notification is emphasized to ensure that the airline representative can make timely arrangements for courier screening.

d. Documentation.

1. When authorized to carry sealed envelopes or containers containing classified information, both government and contractor personnel shall present an identification card carrying a photograph, descriptive data, and signature of the individual. (If the identification card does not contain date of birth, height, weight, and signature, these items must be included in the written authorization.)

(a) DoD **personnel** shall present an official identification issued by U.S. Government agency.

(b) **Contractor** personnel shall present identification issued by the contractor or the U.S. Government. Contractors' identification cards shall carry the name of the employing contractor, or otherwise be marked to denote "contractor ."

(c) The courier shall have the original of the authorization letter. A reproduced copy is not acceptable; however, the traveler shall have sufficient authenticated copies to provide a copy to each airline involved. The letter shall be prepared on letterhead stationary of the agency or contractor authorizing the carrying of classified material. In addition, the letter shall:

(1) Give the full name of the individual and his employing agency or company;

(2) Describe the type of identification the individual will present (for example, Naval Research Laboratory Identification Card, No. 1234; ABC Corporation Identification Card No. 1234);

(3) Describe the material being carried (for example, three sealed packages, 9" x 8" x 24", addressee and addressor);

(4) Identify the point of departure, destination, and known transfer points;

(5) Carry a date of issue and an expiration date;

(6) Carry the name, title, and signature of the official issuing the letter. Each package or carton to be exempt **shall** be signed on its face by the official who signed the letter; and

(7) Carry the name of the government agency designated to confirm the letter of authorization, and its telephone number. The telephone number of the agency designated shall be an official U.S. Government number.

2. Information relating to the issuance of DoD identification cards is contained in DoD Instruction 1000.13 (reference (xx)). The green, gray, and red **DD** Forms 2 **and** other DoD and contractor picture **ID** card are acceptable to FAA .

3. The Director, DIS, shall establish standards for the issuance of identification cards when required by contractor employees selected as couriers or whose duties will involve hand-carrying of classified material.

8-303 Authority to Approve Escort or Hand-carry of Classified Information
Aboard Commercial Passenger Aircraft

a. Within the United States, **its** Territories, and Canada.

1. DoD Component officials who have been authorized to approve travel orders and designate couriers may approve the escort or hand-carry of classified information within the United States, its Territories, and Canada.

2. The Director, **DIS**, ~~may authorize contractor~~ **personnel** to hand-carry classified material in emergency or time-sensitive situations subject to adherence with the procedures and limitations specified in this Section.

3. OSD COMPONENT SECURITY MANAGER SHALL AUTHORIZE ESCORT OR HAND-CARRYING OF CLASSIFIED MATERIAL WITHIN THE UNITED STATES, ITS TERRITORIES AND POSSESSIONS; AND CANADA.

b. Outside the United States, its Territories, and Canada.

The head of a DoD Component, or single designee at the headquarters or major command level, ~~may~~ authorize the escort or hand-carrying of classified information outside the area encompassed by the boundaries of United States, its Territories, and Canada upon certification by the requestor that:

1. The material is not present at the destination;

2. The material is needed urgently for a specified official purpose;
and

3. **There** is a specified reason that the material could not be transmitted by other approved means to the destination in sufficient time for the stated purpose.

4. THE DIRECTOR, PSD, HAS SOLE AUTHORITY TO PERMIT THE ESCORT OR HAND-CARRYING OF CLASSIFIED **INFORMATION** OUTSIDE THE UNITED STATES, ITS TERRITORIES; AND CANADA.

5. THE DIRECTOR, CORRESPONDENCE AND DIRECTIVES, IS AUTHORIZED TO PROVIDE COURIER SUPPORT FOR THE SECRETARY OF DEFENSE AND DEPUTY SECRETARY OF DEFENSE VISITS TO FOREIGN COUNTRIES. DESIGNATED COURIERS SHALL READ AND COMPLY WITH APPENDIX F., BELOW.

6. THE REQUESTING OFFICIAL SHALL :

(a) PREPARE AND SIGN A MEMORANDUM REQUESTING APPROVAL FOR HAND-CARRYING CLASSIFIED MATERIAL AS OUTLINED IN FIGURE 11, BELOW. **ONLY** THE ORIGINAL SIGNATURE OF THE COURIER SHALL BE ACCEPTED FOR APPROVAL.

(b) PREPARE A LETTER OF AUTHORIZATION AS OUTLINED IN FIGURE 12, BELOW. THE EXPIRATION DATE OF THE LETTER OF AUTHORIZATION SHALL NOT EXCEED 3 DAYS BEYOND THE DATE THE TRAVEL IS COMPLETED: RECURRING OR "BLANKET" LETTERS OF AUTHORIZATION ARE PROHIBITED.

(c) THE MEMORANDUM AND AUTHORIZATION LETTER SHALL BE SUBMITTED TO PSD FOR APPROVAL AS FAR IN ADVANCE OF THE DEPARTURE DATE AS POSSIBLE.

ORGANIZATION LETTER HEAD

MEMORANDUM FOR THE DIRECTOR , PHYSICAL SECURITY DIVISION, **OSD/WH**

THROUGH : SECURITY MANAGER

SUBJECT : REQUEST FOR APPROVAL TO HAND-CARRY CLASSIFIED INFORMATION ABOARD
COMMERCIAL AIRCRAFT

REFERENCE : **OSD ADMINISTRATIVE INSTRUCTION NO. 26**, "OSD SECURITY SUPPLEMENT"

IN ACCORDANCE WITH THE ABOVE CITED REFERENCE, REQUEST THE INDIVIDUAL NAMED,
BELOW, BE AUTHORIZED TO HAND-CARRY CLASSIFIED DEFENSE INFORMATION OUTSIDE OF
THE UNITED STATES , ITS TERRITORIES, CANADA, AND ABOARD COMMERCIAL AIRCRAFT.
PERTINENT DATA ARE PROVIDED BELOW :

- a. NAME :
RANK AND/OR GRADE :
SOCIAL SECURITY NUMBER :
SECURITY CLEARANCE :
- b. PURPOSE OF TRAVEL:
- c. ITINERARY :
- d. BRIEF JUSTIFICATION SUPPORTING **REQUEST** :
- e. **NAME** , TELEPHONE NUMBER, AND ROOM NUMBER OR PERSON WHO POSSESSES
INVENTORY LIST OF MATERIAL TO BE HAND-CARRIED:
- f. HIGHEST CLASSIFICATION OF MATERIAL INVOLVED:
- g. STORAGE LOCATIONS :
- h. REASON MATERIAL MAY NOT BE RETURNED THROUGH NORMAL TRANSMISSION
CHANNELS :
- i. ARRANGEMENTS MADE TO PRECLUDE CUSTOMS, POSTAL, OR OTHER INSPECTION
WHEN CROSSING INTERNATIONAL BORDERS :

I **HEREBY** CERTIFY THAT I HAVE READ AND UNDERSTAND THE PROVISIONS **IN** SECTION 3,
CHAPTER **VIII**, DOD 5200. 1-R.

SIGNATURE OF COURIER

ORGANIZATION LETTER HEAD

SUBJECT: AUTHORIZED TO HAND-CARRY CLASSIFIED DEFENSE INFORMATION ABOARD
COMMERCIAL AIRCRAFT

TO: WHOM IT MAY CONCERN

REFERENCE : DOD 5200.1-R, "DEPARTMENT OF DEFENSE INFORMATION SECURITY
PROGRAM REGULATION"

THIS AUTHORIZATION IS ISSUED UNDER THE PROVISIONS OF PARAGRAPH 8-302 D . OF
CITED REFERENCE , ABOVE.

- a. FULL NAME OF TRAVELER:
EMPLOYING AGENCY :
- b. TYPE OF PERSONAL IDENTIFICATION: (IF THE IDENTIFICATION DOES NOT
CONTAIN **THE** DATE OF **BIRTH**, HEIGHT, WEIGHT, AND. SIGNATURE, THESE DATA MUST BE
INCLUDED **HERE** ; PASSPORT NUMBER SHALL BE CITED HERE WHEN TRAVELER HAS BEEN
ISSUED SAME .)
- c. DESCRIPTION OF MATERIAL BEING CARRIED:
NUMBER OF SEALED PACKAGES:
DIMENSIONS OF **PACKAGES** :
ADDRESSEE : (FULL MAILING ADDRESS)
ADDRESSOR : (FULL MAILING ADDRESS)
- d. POINT OF DEPARTURE:
KNOWN TRANSFER POINTS:
DESTINATION:
- e. ISSUE DATE:
- f. EXPIRATION DATE :
- g.** AGENCY DESIGNATED TO CONFIRM **THIS LETTER** OF AUTHORIZATION (INCLUE
NAME OF OFFICIAL AND TELEPHONE NUMBER)

DIRECTOR, **PHYSICAL** SECURITY DIVISION
DATE : _____

FIGURE 12

VIII-21